



## OFFICE MEMORANDUM

**DATE:** December 26, 1995 (note on 02-21-03: Index shows this IM as 1995-18)

**TO:** District Engineers  
District Field Engineers  
District Construction Engineers  
Resident/Project Engineers

**FROM:** Paul F. Miller Calvin Roberts  
Engineer of Construction Materials and Technology

**SUBJECT:** **Joint Construction and Materials and Technology**  
**Instructional Memorandum 1995-I (Supersedes CIM**  
**1992-18)**  
**Construction Inspection and Certification Report**  
**form 1120 (5/92)**

The attached Final Inspection/Acceptance and Certification Report form 1120 (10/95) replaces the Construction Inspection and Certification Report 1120 (5/92).

This form is to be used for the Final Inspection Report, Acceptance Report, Materials Certification, and Project Certification.

Please discard the following forms and use the revised Form 1120 (10/95):

Acceptance Report - Form 1103 (2/95)  
Construction Inspection and Certification Report - Form 1120 (5/92)  
Materials Certificate

The final inspection is to be performed by the Resident/Project Engineer. Once the final inspection has been completed and all issues have been resolved, the Resident/Project Engineer will sign and forward it to the Field Engineer.

The acceptance is to be performed by the Field Engineer. Once this has been completed, the original is to be sent to Financial Services Division (submitted with final estimate) with copies to the District Construction Office, Resident/Project Engineer, Financial Operations Division (Project Accounting), and Railroad Coordination Engineer (if applicable).

By using the new Form 1120, the Final Material Certification Letter from the Engineer of Materials and Technology will no longer be a requirement.

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The new procedure for Material Certification will be as follows:

The District Soils/Materials Engineer will sign certifying only that the materials incorporated in the project are in conformity with approved plans and specifications, and that the Independent Assurance Tests have been performed. The District Soils/Materials Engineer's signature is only for certifying materials used in the project.

The Project Certification (Federal projects only) is to be prepared by the District Engineer as soon possible after all the items have been checked on the Final Inspection/Acceptance, and it has been completed. After the District Engineer signs the certification form, copies are to be sent to FHWA, the District Construction Office, the Resident/Project Engineer, Financial Operations Division (project accounting), Railroad Coordination Engineer (if applicable), and Materials and Technology.

The following instructions will be helpful in the completion of this form:

**FINAL INSPECTION**

Control Section/Job Number(s) - Please put all control section and job numbers in this box.

Federal Project Number(s) - All Federal numbers are entered here.

Federal Item Number - Federal number is entered here if federal aid project.

District - Show District number and District name.

Contractor Name - Name of Prime Contractor.

Type of Action - Show start date, actual completion date, and final inspection date.

Inspected By - Show name and title of person(s) performing final inspection and signature.

Type of Work (as per proposal) - Indicate the type of work as specified in the project proposal.

Recommendation/Conclusions/Remarks - Conclude the work as inspected if it meets or exceeds the contract requirements, or indicate the corrective actions that are needed to bring the work back in conformance with the plans and specifications.

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Items Noted Above Have Been Resolved - Indicate when, how, and by whom the above identified deficiencies were resolved.

Resident/Project Engineer - Signature of Resident/Project Engineer.

Date - Date signed by Resident/Project Engineer.

**ACCEPTANCE**

Resident/Project Engineer Signature - Signature of Resident/Project Engineer recommending acceptance.

City/County Authorizes Signature - On Local Governmental projects, the signatures of local agency representative.

Title - Title of local agency representative.

Date - Date signed by local agency representative.

District Field Engineer - Signature of District Field Engineer.

Date - Date signed by District Field Engineer.

The project will be submitted for project certification when the items checked below have been completed:

<b>G</b>	Final Estimate	<b>G</b>	FHWA-47 (projects over \$1 million)
<b>*G</b>	Railroad Affidavit	<b>G</b>	Material Exceptions (see attached)
<b>G</b>	Traffic Control Devices	<b>G</b>	Other (specify)

\* When there is signal and/or circuitry work performed on a railroad crossing project, the Railroad Coordination Engineer, Engineering Services Division, will obtain a railroad affidavit from the railroad company and make a direct distribution to FHWA, Finance, District, and Project Field Offices.

**PROJECT CERTIFICATION (FEDERAL PROJECTS ONLY)**

District Soils/Materials Engineer (signature) - The signature of the District Soils/Materials Engineer certifying that the ***materials incorporated in this project are in conformity with approved plans and specifications and the independent assurance tests have been performed.***

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Date - Date District Soil/Materials Engineer signs.

District Engineer (signature) - Signature of District Engineer certifying that the project conforms to the approved plans and specifications.

Date - Date District Engineer signs project certification.

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Engineer of Construction

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Engineer of Materials and Technology

attachment

PFM:CR:BRH:srh

cc:   Lansing Construction Engineers Design  
      Lansing Construction Technicians  
      Engineering Services  
      G. Taylor  
      T. Coleman  
      H. Linne, Maintenance  
      P. Phaner  
      J. Heilman

M&T  
OEO  
MRBA  
MAPA  
MCPA

MCA

R . B e c k o n

John D. Niemela, Michigan Municipal League

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